STATE AGENCY LIAISONS (SAL) AND
DISASTER VOLUNTEERS MEETING
WASHINGTON STATE EOC
CAMP MURRAY

Wednesday –March 24, 2004
9:00 a.m. – 12:00 noon

NOTES

Agencies Present:
Department of Natural Resources
Department of Information Services
HRISD
Department of General Administration
Department of Social & Health Services
University of Washington
Department of Transportation
Department of Ecology
Department of Community Trade & Economic Development
Department of Veterans Affairs
Department of Licensing
Utilities & Transportation Commission

Welcome—Introductions—Announcements: Jeanette called the meeting to order at 9:00 am, welcomed attendees, and cited the CEMP for authorization of SALs. She briefed administrative details regarding the building facilities and safety. Announcements: Partners in Preparedness Conference, Bellevue, April 13-14 – the conference is full and has a waiting list, WSU is doing the registration, Judy. Drop-Cover-Hold Drill is April 22nd. CSEPP Training for May's Exercise, April 27th. The agenda was reviewed. Next meeting is May 26, 9-12 at DIS. The address and a map will be provided. Steering committee was introduced, next meeting is April 8th.

CEMP ESFs Matrix Revision for 2004: Jeanette briefed on this using slides. The presentation is available on the website. Following are comments in addition to the information noted in the presentation:

An ESF delineates agencies and organizations that have specific resources. The ESFs are appendixes or annexes that are incorporated at the end of the CEMP. ESFs are updated and maintained on a 4 year cycle. SALs are tasked with identifying the best individual to act as ESF contact within their agencies for the ESF responsibilities assigned to that agency. In addition to the responsibilities noted in the slides, identified support agencies are tasked with brainstorming tasks and procedures under their ESFs. In reviewing the schedule for ESF updates, Jeanette reminded attendees that even if they're not scheduled until 2005 or 2006, beginning coordination now will save work and time when the update comes due. All ESFs are to be completed by Primary Agencies by December 2004.

What level at the agencies should be signing their individual ESFs? It should be higher than the SAL level, to at least the AD level.

It was noted that some Primary Agencies have stated that it is difficult to get information from the supporting agencies – Jeanette requested that SALs help keep the information flow going – "COORDINATE!" Jeanette concluded by passing out a chart on ESFs.

Incident Command System (ICS) in EOC & Field: Chris Long briefed using a Powerpoint presentation. Following are comments not included in the slides:

ICS is included in the National Incident Management System (NIMS). While there are a lot of types of management systems, this briefing was on only two of them, ICS and IMS. ICS definition is very similar to the military Command and Control system definition that's been around for a couple hundred years. ICS is required whenever there is a multi-agency response to an incident. The need for ICS began to be recognized during disastrous wildland fires in the 1970s, during which law enforcement, fire, and emergency services had no coordination and things got out of hand. There are differences between military Command and Control and ICS, including a concrete chain of command (in the military rank and position are very firm and easy to establish command) and standardized equipment and organization. ICS assists with keeping individual organizations autonomous as they function within the larger operation as well as helping all participants recognize who is doing what so there is little to no duplication of effort. Although there are five functional responsibilities (command, operations, planning, logistics, admin/finance), not all of the five may be activated dependent upon the incident. The unified command with multiple jurisdictions or agencies operating as incident commander is used in Washington state during SAR operations wherein the victim location could be in more than one jurisdiction. The Unified Command system is used to ensure unity of effort in all jurisdictions involved. All jurisdictions need to operate off the same ICS plan to be effective. The Mobilization center is not mentioned in NIMS and should be – it is the one location where control of resources can most effectively be managed off site of the incident area. The concept of having measurable objectives was not included in the original ICS system but was found to be necessary later.

How would you distinquish between an mobilization center and a staging area? Staging area is under control of operations center and has equipment that is "ready to be used within 3 minutes." The mobilization center is for resources being processed and not ready to be immediately used.

The Incident Commander position is the only one that is always required due to their overall responsibility for all aspects of the ICS system. Any responsibility not delegated must be handled directly by the Incident Commander. There are kinds of resources and types of resources – kinds are generic: helicopters, police vehicles, etc.; types are specific Type 3 helicopter, Type 1 helicopter, etc. Combining resources can happen in two ways: different kinds/types of resources can be assembled to accomplish a specific task (Task Force) or same kinds/types of resources can be assembled as a Strike Team. Multiple Task Forces/Strike Teams may require expanding the ICS organization to maintain effective span of control. This expansion may include divisions (geographic), groups (functional), and/or branches (operations and logistics functions only). Although the Information Officer is responsible for interface with the media, the Incident Commander must approve all contact content. There are courses on IMS, ICS, NIIMS, etc., through various agencies – it is important to note that training from any one

of these sources will probably suffice for ICS. The State SAR Conference will be May 17-23, 2004 in Lewis County, is the largest SAR conference in North America, and includes field classes.

BREAK

EOC Web Program & Equipment: Dave Rider briefed using a slide presentation. EMD spent years looking at various software packages. Additional comments to those in the presentation are as follows:

Of great assistance was a DOJ study that ranked different ten packages. Several emergency management agencies inside and out of the state have decided to use WebEOC as well. The MapTac module of WebEOC is not designed to replace GIS services, but allows the user to import GIS prepared maps and modify them for briefings or graphic displays. The current plan is to put WebEOC in operation throughout the state, which will require commonality of forms and reports in the program. This will also allow all jurisdictions to share the same information such as maps, etc. Essentially, EMD will be an ISP for WebEOC to the local jurisdictions and agencies. This will still allow the locals/agencies to remote run their own unique exercises or operations. Dave is developing a form for outside agencies/jurisdictions that will allow us to customize WebEOC for their individual use. The IGN is the Intergovernmental Network, a statewide network that encompasses local offices of state agencies and local jurisdictions. The SGN (State Governmental Network) Is a higher level network for state agencies only that offers better security.

An opportunity to experiment with the program was provided to SALs in attendance at the meeting. Attendees logged into pod positions and started up WebEOC as directed by Dave. Ken Parrish, the EMD EOC Supervisor assisted Dave with the hands-on portion of this briefing. Items reviewed included checklists, phone lists, messaging, the remote control operations (accessing reports and input forms), MapTac usage (placing icons/labels on an incident map), and web links to other internet sites.

With the current version, you cannot import a current incident into the exercise simulator. This is being implemented with the next version so the user will be able to exercise using a real incident.

Can the menu screen (remote control) be modified? Yes, unique items such as web links and special forms/reports that are wanted by individual agencies or pods in the EOC can be tailored into their remote control. Additionally, current items on the menu that are not wanted can be removed or added as requested by the individual users.

Upcoming Exercises, Training, & 2004 Calendar: Rosanne Garrand briefed using handouts and a presentation on upcoming training classes. EM system training will be changing in July to all online or EMI classes through FEMA. These will be the only classes that apply to completing certification. All attendees should have received the Public Education packet from Barbara Thurman. EMI classes for IEMC are based in Emmitsburg, MD and instructors can be flown out for local classes if necessary. Contact Rosanne Garrand at (253) 512-7048 for a list of available Hiomeland Security/ODP classes. If your agency will be participating in the upcoming CSEPP or CGS exercises, please contact Ray Cross to confirm who your agency point of contact will be.

FEMA Update: Andy Hendrickson briefed. He is the day to day representative to the EOC. At the regional level, FEMA is awaiting decisions on a regional restructuring (possible addition of Montana and a couple of other states to our region) and the ODP programs. ODP does not have a regional structure and may be merged into the FEMA region. They are doing a lot of mitigation related and preparedness activities lately at Region X, including preparation of winter storm declarations for Oregon and appeals for the Skamania/Kitsap area for the same storms. Firefighter grants program has temporarily shifted to ODP, but FEMA continues to administrate it. Other grants are also being shifted to ODP. Reminder for the November 1st deadline for the Mitigation Act Planning grant. NIMS and NRP are being phased into operation and SALs should become familiar with these activities. From the FEMA Response and Recovery section, Mark Eckman's retirement party is April 1st if anyone is interested. FEMA will be participating in both CSEPP and REP exercises. FEMA has moved forward toward the purchase of WebEOC. A final note: FEMA is not the DHS representative in this area. DHS is setting up their own regional structure and will have their own headquarters in the future. FEMA can help with liaison between agencies and DHS but it was stressed that FEMA is only a part of DHS and not responsible for DHS policy development or implementation.

Announcements: Jeanette thanked the SALs for coming and adjourned the meeting at 12:05 pm.